

Joint Army Regulation 25-36
AFR 66-19
OPNAVINST 5600.22
MCO 5215.16A
DLAR 4151.9

Equipment Maintenance

Interservice of Technical Manuals and Related Technology

Headquarters
Departments of the Army, the Air Force,
the Navy, The U.S. Marine Corp, and
Defense Logistic Agency
Washington, DC
12 May 1989

UNCLASSIFIED

SUMMARY of CHANGE

AR 25-36/AFR 66-19/OPNAVINST 5600.22/MCO 5215.16A/DLAR 4151.9
Interservice of Technical Manuals and Related Technology

This revision provides updated lists of contract points for each service and identifies publications covered by this regulation(atch 1-5). The text was completely rewritten to provide a more comprehensive understanding of each components responsibilities in the joint-use TM arena.

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25-36**
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Effective 12 May 1989

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Interservice of Technical Manuals and Related Technology

**BY ORDER OF THE SECRETARIES OF THE AIR FORCE, THE ARMY, THE NAVY, AND THE
DIRECTOR, DEFENSE LOGISTICS AGENCY**

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History. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

Summary. This publication prescribes the policies, agreements, and procedures for exchanging Technical Manuals (TM) and associated information on common-use equipment by the military services and the Defense Logistics Agency (hereinafter called components). It implements DOD Instruction 4151.9, 4 February 1982, which applies to common-use equipment and to exchanging related technology. Attachments 1 through 5 list applicable publications.

Applicability. Not applicable.

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Glossary

Section A General Information

1. Changes to This Regulation.

A DOD task group on cross-servicing of TMs developed the policies in this publication and fully coordinated the publication with all concerned components.

a. Regulation Changes. Components should send changes to this regulation to the chairperson, Interservice Group on the Exchange of Technical Manual Technology, HQ AFLC/MMERD, Wright-Patterson AFB OH 45433-5001.

b. Joint-Interest List (JIL). The Department of the Navy will maintain the status of all joint-interest TMs in the JIL, including identifying all contracting, executive, and using components. The Naval Air Technical Services Facility (NAVAIRTECHSERVFAC), Code 32, maintains the JIL based on inputs from all components, according to attachment 6.

2. Terms Explained.

See attachment 7.

Section B Acquisition of TMs

3. Basic TMs

a. Joint-Use TMs. All components will use basic TMs without change to the maximum extent practicable. The contracting component will prepare joint-use technical publications according to its requirements and specifications, but will consider the special needs of the requiring component. When the contracting component cannot change its specifications to meet another component's specialized needs because of substantive differences in hardware configuration, maintenance concepts, or test equipment which result in differences of 25 percent or more of total TM volume, the contracting component will follow procedures for separate TM acquisition in paragraph 6.

NOTE: When the component responsible for logistics management is not the contracting component, TM acquisition, verification, and management will be according to the requirements and specifications of the component responsible for logistics management. See *a* above, *f* below, and paragraphs 5a, 5b, and 5e.

b. DLA Acquisition. When DLA is the contracting component for other than medical equipment, DLA will arrange with the requiring components to prescribe the requirements and specifications for joint-use technical publications according to *a* above.

c. Single-Use TMs. Contracting components will process acquisition documents without changing the requiring component specifications, exhibits, and instructions, unless the requiring component gives advance approval to effect a change.

d. Exchange of Source Data. All components will exchange source data covering equipment and systems of any component, as needed.

e. Printing. The contracting component will obtain the printing, separately or jointly, based on the needs of the requiring component as obtained from the contact point of that component. The contracting component will acquire printing according to the Federal Acquisition Regulation (FAR) and the requirements of the Joint Committee on Printing (JCP).

f. Validation. The contracting component will perform validation according to its specifications.

g. Verification. Verification is a joint effort of the contracting component and the requiring components. The contracting component will coordinate and schedule verification with the requiring components.

h. Delivery Schedule. The contracting component will coordinate delivery schedules with the requiring components.

i. Funding and Staffing.

(1) General Funding:

(*a*) Components will establish cross-servicing of TMs to be processed according to established procedures for component publications.

(*b*) Funding will include initial distribution and stockage for all using components.

(*c*) Costs incurred in joint-use TMs will be allocated between the contracting and requiring components by mutual agreement.

(*d*) The contracting component will obtain TM acquisition costs on all solicitations and in all contracts.

(*e*) Normally, Government Printing Office (GPO) sources print TMs, and each central printing and publishing management organization will establish open requisitions with the GPO to fulfill requirements.

(2) Stock Funding (DLA only). DLA will use the stock fund to finance TMs issued as a component part of a stock fund item. The cost of such TMs must be included in the stock fund price of the complete item. A TM stocked, catalogued, and issued as a separate item will be financed from the stock fund and issued on a reimbursable issue.

(3) Staffing. Except for DLA-acquired TMs, the contracting component will fund the cost of administering and managing the TM program, with the requiring component providing management assistance.

j. Contact Points. Each component will designate a specific single point of contact to TM programs, including those requirements processed by using DD Form 448, Military Inter-departmental Purchase Request. Attachments 1 through 5 list these contact points.

4. General Subject or Series TMs.

Before acquiring or preparing any general subject or series, or theory TM, the requiring component, using component indexes and joint-interest lists, will determine whether the necessary documentation already exists in a component TM.

a. Should one or more of the components have TMs on subject matter common to other components, the requiring component will coordinate with the others to determine if one of the TMs can be selected, modified, or combined with other manuals for use as a joint-use TM.

b. Should no TM exist, the requiring component will determine whether other components have an interest in the proposed manual and, if so, coordinate efforts as the contracting component, as outlined in paragraph 3 for joint-use TMs.

c. When the contracting component schedules an existing general subject or series TM for revision, the executive component will coordinate the action as outlined in paragraph 5b for joint-use TMs.

5. Changes, Revisions, Supplements, Modification Instructions, and One-time Inspections:

a. Engineering Changes. Components will pursue an aggressive joint program to ensure that TM updating parallels engineering changes. The contracting component should base approval of TM changes on the requiring components' advance concurrence and established provisions for updating affected manuals.

b. Coordination of Document Actions. The contracting or executive component will notify the using components of all scheduled changes, revisions, supplements, equipment modification instructions, one-time inspections, and reprint actions. After ending the in-production contract, using components will coordinate all changes, revisions, or reprint actions with the executive component on DD Form 1832, Joint Technical Manual Change/Revision/Reprint Notice. The receiving component will reply to the initiating component within 30 calendar days after receiving the notice.

c. TM Configuration Differences. Changes, revisions, or reprints to joint-use TMs may have portions that do not apply to all components. These portions will be identified according to MIL-M-38784. The contracting and requiring components will mutually agree on funding for changes, revisions, supplements, equipment modifications, or one-time inspections.

d. Out-of-Production Options. After ending the production contract, components will make every effort to maintain the joint-use

TM program. However, if joint management is impractical, components may exercise the following options:

(1) The requiring component may prepare the data as a change or supplement and distribute within that component, bearing the requiring component's publication number only. In such instances, the requiring component will send an information copy to other user components as an attachment to DD Form 1832 for coordination before including the change or supplement into a basic joint-use TM.

(2) If the using components mutually agree, the Navy may withdraw the TMs from the JIL, and each using component will maintain the TMs separately. In such instances, the using component will provide an informal copy of all changes to all other components for review and possible incorporation into their separate manual.

e. Immediate or Urgent Action Changes and Retrofit Instructions. A component will issue immediate or urgent action changes and retrofit instructions to update TMs or to document equipment retrofit changes to avert a hazardous condition that could affect equipment, cause injury to personnel, or result in damage to equipment or property. The component making the change or modification will immediately notify the contracting component. The contracting component will issue an electrical message to all affected DOD and International Log Program (ILP) organizations identifying hazardous condition, procedures for correct identification number and type of document being issued, and any resultant operating restriction. Electrical messages will be sent to the mediate or urgent action information addressees listed in attachments 1 through 5.

6. Acquisition Responsibilities for Single Use or Joint-Use TMs:

a. Contracting or Executive Components. The contracting or executive component will:

(1) Acquisition joint-use TMs, as stated in paragraphs 3a and b, and process purchase requests consistent with the priority assigned. The security classification of all TMs will be in accordance with DOD 5200.1-R/AFR 205-1 AR 380-5.

(2) Furnish feedback on specification deficiencies or other requirements to the requiring component.

(3) Administer all requirements for revisions or changes to TMs.

(4) Inform all using components' contact points when the contracting component schedules a change, revision, supplement, equipment modification instruction, or one-time inspect and indicate the publication's estimated date.

(5) When requested, provide using components with combined changes resulting in modifying of equipment.

(6) Obtain composition and negative waivers as required; schedule and acquire composition, reproducible material production, printing.

(7) Obtain requiring components publication numbers, copy requirements, open requisition number, and address to which copies are to be sent.

b. Requiring Component. For the basic TMs and subsequent changes and revisions, the requiring component will provide to the contracting component, through the requiring component single point of contact:

(1) Specifications and additional requirements, such as reproducible copies unverified TMs.

(2) The assigned publication numbers.

(3) Authentication and distribution statements to be printed in TMs.

(4) Distribution information, including number of copies required, bulk shipping addresses, and printing fund citation when contracting component is responsible for the printing.

(5) Fund citation, if the requiring component requires a duplicate set of negatives or reproducibles.

7. Quality Assurance (QA).

The contracting component will ensure contractor development and submission of a QA plan. The contracting component must include provisions for in-process reviews (IPR), validation, and verification

in the plan. The contracting component will coordinate the plan with the requiring components.

a. IPR. The contracting component will coordinate scheduling of IPRs coordinated monitoring of the TM preparation by the contractor and the government. The contractor will support IPRs and provide access to TM materials, intermediate and final products. The IPR will include evaluation of:

(1) Source data:

(a) Logistics support analysis (LSA).

(b) Engineering drawings and reports.

(c) Off-the-shelf commercial manuals when applicable.

(2) TM plans and outlines.

(3) Presentation methods.

(4) Modes of preparation.

(5) Specification compliance.

(6) Completed documentation (text and artwork).

(7) Contractors QA plan.

b. Validation. The contracting and requiring components have the right to witness validation. The contracting component will coordinate validation scheduling with the requiring components and the contractor.

c. Verification.

(1) The contracting component will:

(a) Manage the verification program.

(b) Develop basic requirements and schedules to ensure that it completes verification in time to permit necessary corrections, printing, and delivery of TMs for orderly introduction into the operating forces.

(c) Request requiring components to provide technically qualified personnel to assist in the verification efforts.

(2) The requiring component will:

(a) Be an integral part of the verification team.

(b) Share responsibility with the contracting component in the verification process.

(c) Provide technically qualified personnel, target audience, during verification.

(d) Accomplish (a), (b), and (c) above according to a mutually agreed schedule.

(3) The contracting and requiring components must approve comments.

8. Product Acceptance:

a. The contracting component will ensure contractor corrective action is taken in response to all coordinated verification deficiencies.

b. The administrative contracting officer (ACO) will not accept final TM products without the contracting component's concurrence.

Section C

Exchange of TMs

9. Exchange Policy for Reasonable Quantities of Single-Use TMs.

Components may exchange a reasonable quantity of TMs (attachment 7) on a common (free) basis, as available on request, on a one-time basis.

10. Submitting One-Time Requirements.

Components may obtain necessary forms for ordering publications by writing to applicable component control office listed below.

a. Requirements for Air Force Technical Orders. Submit AFTO Form 276, Special Requisition for Air Force Technical Orders/CPIN, to Oklahoma City ALC/MMEDU, Tinker AFB OK 73145-5979, except when the requesting activity has an assigned Technical Order Distribution Office (TODO) Code (Account).

b. Requirement for Army TMs and Forms. Submit DA Form 4569, Requisition for Publications and Blank Forms, to the Commander, US Army Publications Distribution Center, 2800 Eastern Blvd, Baltimore MD 21220-2896.

c. Requirements for Navy TMs and Forms. Submit DD Form

1348 or 1348M, DOD Single Line Item Requisition System Document, to the Commanding, Officer, Naval Publications and Forms Center, 5801 Tabor Avenue, Philadelphia PA 19120-5099.

d. Requirements for Marine Corps TMs and Forms. Submit DD Form 1348 or 1348M to Commanding General, Marine Corps Logistics Base(A826), Albany GA 31704-5000.

e. Requirements for Defense Logistics Agency TMs and Forms. Submit your own service or agency forms to the publications requirements manager (PRM) of the nearest DLA field activity.

11. Submitting Continuing, Follow-on, or Bulk Requirements:

a. Activities with continuing follow-on or bulk requirements for another component's TMs that exceed the reasonable quantity (defined in attachment 7) will submit a request, with justification, to their intraservice component control office listed below:

Dept of the Army US Army Publication and Printing Command
ATTN: ASQZ-PM
Alexandria VA 22331-0302

Dept of the Navy Commanding Officer (Code 100)
Naval Publications and Forms Center
5801 Tabor Avenue
Philadelphia PA
19120-5099

Dept of the Air Force Oklahoma ALC/MMEDU
Tinker AFB OK 73145-5979

US Marine Corps Commanding General
Marine Corps Logistics Base (A826)
Albany GA 31704-5000

Defense Logistics Agency For Air Force publications, to:
Oklahoma ALC/MMEDU
Tinker AFB OK 73145-5979
For Army-Navy and Marine Corps publications, to:
DLA (DLA-XPD)
Cameron Station
Alexandria VA 22304-6100

b. The component control office shown in a above will send all continuing, follow-on, or bulk requirements from their activities to the required TMs component manager's control office.

c. The requesting component will provide printing fund citation identification and must furnish the complete mailing address.

d. The requesting activity must show on its requisition, the stock-ordering number, if known, as it appears in the source activity's publications index.

e. The requesting component will send all requests for automatic distribution of Navy TMs by letter to the Commanding Officer, Naval Publications and Forms Center (Code 100), 5801 Tabor Avenue, Philadelphia PA 19120-5099.

f. The requesting activity will send requests for Air Force Technical Orders on AFTO Form 187, Technical Order Publication Request. If the requesting activity has not been assigned a TODO code, it must send an AFTO Form 43, Request for USAF Technical Order Distribution Code Assignment or Change, in duplicate, along with the AFTO Form 187.

g. The requesting activity will send request for Marine Corps TMs, by letter, to the Commanding General, Marine Corps Logistics Base, Code A826, Albany GA 31704-5000.

Section D Rescinded Joint-Use TMs

12. Rescission Policy.

When the executive component rescinds a joint-use TM, it will notify other using components. The executive component must determine if using components need specific reproducible material or printed stock and provide that material before disposing of it.

13. Rescission Procedures.

When a component covered by this regulation rescinds a joint use TM:

a. The rescinding component's service or agency control office will:

(1) Prepare a letter, subject: TM Rescission Notice, either manually or by computer.

(2) Send TM rescission notice letter to each component's service or agency control office to each component which jointly uses the manual.

NOTE: The rescinding component does not reformat, revise, change, update, or reproduce material available. Also, it does not destroy material that can be made available and that is being coordinated with interested components until it receives a reply to the TM rescission notice letter.

b. Each service or agency control office receiving the TM rescission notice letter will:

(1) Determine its need for the specific reproducible material or stock shown in the TM rescission notice letter.

(2) Respond to the letter originator within 30 calendar days.

c. On receipt of replies, the rescinding component service or agency control office will:

(1) When only one component needs the reproducible material or printed stock, ship material per instructions given in the response the TM rescission notice letter.

(2) When more than one component indicates a need, in coordination with the requiring components, determine:

(a) Who will become the sponsor of the TM, and ship the reproducible material per instructions given in the response to the TM rescission notice letter.

(b) Printed stock allocation, and ship per instructions given in response to the TM rescission notice letter.

(3) When no requirement exists, dispose of reproducible material and printed stock according to applicable regulations.

14. Responsibilities of Components.

Each component will provide:

a. A single point of contact (attachments 1 through 5) to furnish guidance.

b. one or more component control offices (attachments 1 through 5) which receive, review, and process TM rescission notices and which furnish direct reply to the rescinding component.

c. Input to the single TM-Joint Interest List of Technical Manuals (JIL). Preparation and submission to Naval Air Technical Services Facility (NAVAIRTECHSERVFAC) will be according to attachment 6.

Section E Transfer of Executive Component Responsibility

15. Transfer Policy.

When a component schedules management responsibility transfer for a system or equipment from one component to another, the two components will establish a joint TM transfer team to arrange for a satisfactory TM incremental transfer. The team will review the TMs outlined in the transition review plan. The need to update existing manuals will not prevent equipment or TM management responsibilities transfer. The team will document transition agreements to indicate those manuals (camera-ready copy, negatives, and printed stock) that are not current and require updating. The team PA will

indicate in the transition agreement how, when, and who will accomplish this updating.

16. Transferring Component Responsibilities.

The transferring component will:

a. Arrange for a meeting of all interested personnel, including receiving component personnel, to establish a joint TM transfer team. The transferring component will chair subsequent team meetings.

b. Develop a mutually acceptable transition review plan outlining the TMs to be reviewed, the percentage of review for each, and a time schedule.

c. As specified in the transition plan, have available for review:

(1) All documentation for examination to determine that TMs and source data are complete and with the configuration of the system or equipment being transferred.

(2) All modification and feedback reports.

d. Develop a transition agreement to be signed by participating components. If components agree to update TMs after transition, the agreement must explain how the receiving component will furnish updated data.

e. Deliver all stock material (copies and reproductions) according to the transition agreement.

17. Receiving Component Responsibilities.

The receiving component will:

a. Help the transferring component in developing a transition plan and providing personnel to take part in the TM review.

b. Amend JIL to indicate the new executive component.

c. Be responsible for changing or updating the manuals after the transition.

d. Schedule and prepare any additional manuals required by the receiving component.

18. Transfer Disagreements.

The TM transfer team will refer policy or procedural problems that they cannot resolve to the component's contact point listed in attachments 1 through 5. But requirements peculiar to the receiving component are their responsibility.

Section F

Support for the International Logistics Program (ILP)

19. Support Policy:

a. The component that originates TMs is responsible for managing, controlling, and releasing TMs for use by countries and international organizations taking part in the ILP.

b. TMs originated by one component and needed by another component to support ILP rests with the component that originated the TMs.

c. TMs required by a foreign country for their peculiar equipment installed in weapon systems, purchased from the United States through the foreign military sales (FMS) program, will not be included in the component's TM system.

20. Submitting ILP Requirements.

All component ILP control offices will negotiate the TMs requirements for ILPs with the contracting or executive component.

Section G

Interservice Group on the Exchange of TM Technology

21. Purpose of the Group.

The service components established the Interservice Group on the Exchange of TM Technology to exchange new technology related to TMs per DOD Instruction 4151.9.

22. Structure of the Group.

Membership of the Interservice Group on the Exchange of TM Technology will consist of a minimum of two representatives from each component (Air Force, Army, Navy, and Marine Corps) and

one from DLA. Representatives from HQ USAF/LEYE and HQ AFSC/PLLM will be permanent co-chairpersons of the group. A representative from OC-ALC/MMEDT will be executive secretary for the group.

23. Function of the Group.

The primary function of the Interservice Group is to provide for the exchange of TM technology and to improve TM management concepts in the following areas:

a. Improved TM format.

b. Improved TM comprehensibility.

c. New methods for presenting information in TMs.

d. Improved or new media for presenting technical information.

e. Improved methods of TM distribution.

f. Improved methods of controlling TM cost.

g. Identification of new development requirements to Office of the Under Secretary of Defense for Research and Engineering (OUSDR&E) for requesting Under Secretary of Defense Research and Engineering (USDR&E) development funds.

h. Other related areas as agreed on by the group.

24. General Policy and Method of Operation:

a. Meeting frequency and location will be on an as-required basis, and either of the co-chairpersons will convene meetings.

b. At least once each biennium, the group will meet and exchange briefings on new concepts and approaches toward improved TM management. Briefers will furnish a copy of their briefing to each member of the group for use within their respective component.

c. The chairperson may schedule special meetings when an individual component requests it in writing at least 30 calendar days before the desired meeting date.

d. When an individual component is testing or developing a major new concept, and that component agrees, the chairperson may convene an on-site meeting for the purpose of obtaining first-hand information.

e. The group will further define or revise the method of operation and area of interest to come under review during later meetings.

25. Contact Points.

Contact points in matters pertaining to the Interservice Group are:

a. Air Force.

HQ AFSC/PLLM

Andrews AFB MD 20334-5000

AFALC/LSE

Wright-Patterson AFB OH 45433-5001

b. Army.

US Army Materiel Command

Attn: AMCIM-R

Alexandria VA 22333-0001

US Army Materiel Command, Materiel Readiness

Support Activity

Attn: AMXMD-MP

Lexington KY 40511-5101

c. Navy.

Commander (AIR-411)

Naval Air Systems Command Headquarters

Washington DC 20361-4110

d. US Marine Corps.

HQ Marine Corps

Attn: Code LMA-1

Washington DC 20380-0001

e. Defense Logistics Agency

Director, Defense Logistics Agency

Attn: DLA-SCT, Cameron Station

Alexandria VA 22304-6100

26. Reporting Group Actions.

The chairperson will provide minutes of each meeting to OUSDR&E/DMSSO, and to all components through their contact point, within 60 calendar days after each meeting.

Appendix A Attachment 1

Section

AIR FORCE PUBLICATIONS COVERED BY THIS REGULATION, AND AIR FORCE CONTACT POINTS

Air Force Publications Covered by this Regulation

Technical Orders (TOs)

Time Compliance Technical Orders (TCTO) Checklists

AFTO Form 187, Technical Order Publications Request

AFTO Form 276, Special Requisition for Air Force Technical Order/CPIN

Air Force Contact Points

1. Single point for AFTO policy is HQ USAF/LEYM, Washington DC 20330-5130

2. Single point for TO management and programs is AFLC/MMTI, Wright-Patterson AFB OH 45433-5001

3. Single point for MIPR processing and International Logistics Program support is Oklahoma City ALC/MMEDU, Tinker AFB OK 73145-5979

4. Points of contact for interservice TM procurement actions and Air Logistic Centers specified in TO 00-25-115 for their assigned weapon/system/equipment, are:

(a) Oklahoma City ALC/MMEDT

Tinker AFB OK 73145-5990

(b) Ogden ALC/MMEDT

Hill AFB UT 84056-5990

(c) San Antonio ALC/SWOI for Special Weapons Only/MMEDT for all other assigned Weapon Systems and Equipment Kelly AFB TX 78241-5990

(d) Sacramento ALC/MMEDT

McClellan AFB CA 95652-5990

(e) Warner Robins ALC/MMEDT

Robins AFB GA 31098-5990

Appendix B Attachment 2

Section

ARMY PUBLICATIONS COVERED BY THIS REGULATION AND ARMY CONTACT POINTS

Army Publications Covered by This Regulation

Technical manuals (TM) (Narrative and RPSTLS)

Technical bulletins (TB)

Modification work orders (MWO)

Lubrication orders (LO)

Army Contact Points

1. Single point of contact for printing, procurement, and distribution is the US Army Publications and Printing Command, Attn:ASQZ-PM, Alexandria VA 22331-0302.

2. Army information addressee for immediate or urgent action changes and retrofit instructions is the single point of contact for commodity TMs.

3. Army Service/Agency Control Office and single points of contact for commodity TMs (including MIPR) are (see AR 701-5 for specific equipment responsibility):

(a) US Army Troop Support Command

Attn: AMSTR-MCT, 4300 Goodfellow Blvd

St Louis MO 63120-1798

(b) US Army Communications and Electronics Command

Attn: AMSEL-ME-P

Fort Monmouth NJ 07703-5007

(c) US Army Missile Command

Attn: AMSMI-LC-ME-P

Redstone Arsenal AL 35898-5238

(d) US Army Tank-Automotive Command

Attn: AMSTA-MB

Warren MI 48397-5000

(e) US Army Armament Munitions and Chemical Command

Attn: AMSMC-MAS

Rock Island IL 61299-6000

(f) US Army Aviation Systems Command

Attn: AMSAV-MCT, Goodfellow Blvd

St. Louis MO 63120-1798

4. Single point for submission of requirements for Army publications to support the International Logistics Grant Aid program is: US Army Publications and Printing Command

Attn: ASQZ-PM

Alexandria VA 22331-0302

NOTE: Requirements for Army publications furnished under FMS Program are transacted between the US Army Security Affairs Command and the Washington DC representative of the foreign country.

5. Single point of contact for all other publication matters pertaining to equipment publications is Commander, US Army Materiel Command, Materiel Readiness Support Activity, Attn: AMXMD-MP, Lexington KY 40511-5101.

Appendix C Attachment 3

Section

NAVY PUBLICATIONS COVERED BY THIS REGULATION AND NAVY CONTACT POINTS

Navy Publications Covered By This Regulation

All TMs associated with equipment's/weapons/systems under the cognizance of NAVAIR, NAVSEA, SPAWAR, NAVFAC, and NAVSUP are listed in NAVSUP Publication 2002 which is issued in 48X microfiche. Publications under the cognizance of Navy Reactor Program and identified by carrying point, 'EG' in NAVSUP 2002 are excluded.

Navy Contact Points

1. Single point of contact for Navy TM management policy is Commander (AIR-411), Naval Air Systems Command, Washington DC 20361-4110.

2. Single point of contact for specific Navy TMs are as follows:

(a) *Aviation*: Commanding Officer (Code 32)

Naval Air Technical Services Facility

700 Robbins Avenue

Philadelphia PA 19111-5097

(b) *Space and Electronics*: Commander (SPAWAR 033)

Space and Naval Warfare Systems Command Headquarters

Washington DC 20363-5100

(c) *Facilities*: Commander (09M13)

Naval Facilities Engineering Command Headquarters

200 Stoval Street

Alexandria VA 22332-2300

(d) *Ships and Submarines*: Commander (CEL-TD)

Naval Sea Systems Command Headquarters

Washington DC 20362-5101

(e) *Supply*: Commander (SUP-0323)

Naval Supply Systems Command
Washington DC 20376-5000

3. Navy contact point for International Logistics Support is the command or bureau office with technical cognizance over the subject area for certification of foreign disclosure authority.

Appendix D Attachment 4

Section US MARINE CORPS PUBLICATIONS COVERED BY THIS REGULATION AND US MARINE CORPS CONTACT POINTS

US Marine Corps Publications Covered by This Regulation

Lubrication instructions
Modification instructions
Repair parts lists
Technical instructions
Technical manuals
Components lists
Instrument Calibration Procedures
Rebuild Standards
Firing Tables

US Marine Corps Contact Points

1. US Marine Corps information addressee for immediate or urgent action changes and retrofit instructions and single point of contact for TM programs is Commanding General (PSI-D/TM), Marine Corps Research, Development and Acquisition Command, Washington DC 20380-0001.

2. US Marine Corps Service/Agency control office and point of contact for printing, distribution, and the International Logistics Program publications support is the Commandant of the Marine Corps, Code HQSP-2, Washington DC 20380-0001.

3. US Marine Corps control office and point of contact for procurement is the Commanding General, Marine Corps Logistics Base, Code 876, Albany GA 31704-5000.

Appendix E Attachment 5

Section DEFENSE LOGISTICS AGENCY PUBLICATIONS COVERED BY THIS REGULATION AND DEFENSE LOGISTICS AGENCY CONTACT POINTS

DLA Publications Covered By This Regulation

All technical publications.

DLA Contact Points

1. The processing of procurement via MIPR for Military Service-managed items in DLA-assigned Federal Supply Classes will be in accordance with DLAR 4115.5/AR 715-8/BUSANDAINST 4215.5/AFR 70-17/MCO 4215.48.

2. The single point of contact for overall TM policy covering

items assigned to DLA for integrated materiel management is Headquarters Defense Logistics Agency, Attn: DLA-SCT, Cameron Station, Alexandria VA 22304-6100.

3. The DLA Service/Agency control offices and single points of contact for management TMs are (see DLA indexes for item assignments):

(a) Defense Construction Supply Center
Attn: DCSC-S

Columbus OH 43216-5000

(b) Defense General Supply Center
Attn: DGSC-SD

Richmond VA 23297-5000

(c) Defense Personnel Support Center
2800 South 20th Street

Philadelphia PA 19101-8419 For Clothing and Textile Items -
ATTN: DPSC-TT For Medical Items - ATTN: DPSC-ATP

(d) Defense Industrial Supply Center
Attn: DISC-S

700 Robbins Avenue

Philadelphia PA 19111-5096

(e) Defense Industrial Plant Equipment Center
Attn: DIPEC-TE

Defense Depot Memphis

Memphis TN 38114-5297

(f) Defense Electronics Supply Center
Attn: DESC-SS

1507 Wilmington Pike

Dayton OH 45444-5000

(g) Defense Fuel Supply Center
Attn: DFSC-T

Cameron Station

Alexandria VA 22304-6100

4. DLA single point for submission of requirements for publications to support the International Logistics Program is the Defense Logistics Agency (DLA-XPD), Cameron Station, Alexandria VA 22304-6100

Appendix F Attachment 6

Section GENERAL INSTRUCTIONS FOR INDEXING JOINT- INTEREST TMS

1.

The responsibility for providing EAM cards for adding to or updating the TM index rests with the requiring component. For example:

a. If the Naval Air Systems Command obtains copies of a TM previously issued or printed by the Air Force and assigns a number to this manual, then the Navy is responsible for providing the indexing information.

b. If the Army has requested direct automatic distribution support to one or more of its components for TMs numbered and indexed only by the Air Force, then the Army is responsible for providing the data to NAVAIRTECHSERVFAC. In turn, if the aforementioned requiring component is no longer using the listed TM, that component will submit a deletion input to NAVAIRTECHSERVFA C.

2.

The component will send a letter of transmittal to NAVAIRTECHSERVFAC with each submission of indexing information and will include the total number of cards submitted and the complete TM numbers that exceed the 30 card columns, as described in the TM

Number Fields. NAVAIRTECH-SERVFAC will interpret all cards submitted on a column-for-column basis.

a. To delete the requiring component's reference for the cited lead TM number on the previous published JIL, punch a 'D' in the Delete Code Field and all other information required on the card. Also delete the lead number if the requiring component's reference was the only one for that TM number.

b. To change any element of a reference line on the JIL, punch two cards; one to delete the present entry, and one to add the revised entry.

3.

Information sent for indexing will include:

a. Security classification (S-Secret, C-Confidential, U-Unclassified) (card column 1).

b. TM number (prime DOD component) (card columns 2 through 31). The DOD component that has the responsibility for issuing the document assigns the TM number. The TM number should include the standard prefixes, dashes, and spaces as they appear in other indexes. A '12' punch should be used for dashes (-). For TM numbers that exceed 30 characters, insert an * in the last available space (card columns 31 or 64), whichever is proper, and list the complete number in the letter of transmittal.

NOTE: When DLA does not assign the TM number, enter the model, type, or part number in columns 2 through 19 and insert the 5-digit numeric vendor code for the PA applicable model, type, or part number in columns 20 through 24. For model, type, or part numbers that exceed 18 characters (columns 2 through 19), insert an* in the last available space (column 19) and list the complete number in the letter of transmittal.

c. Identity of the contractor or executive component (Army(1), Navy (2), Air Force (3), Marines Corps (4), or DLA (5) (card column 32))

d. Identity of the prime control office (using one of the following codes) (card columns 33 and 34):

Air Force Service Codes

OC - Tinker Air Force Base

OO - Hill Air Force Base

SA - Kelly Air Force Base

SM - McClellan Air Force Base

WR - Robins Air Force Base

WP - Wright-Patterson Air Force Base

Arms Service Codes

AR - US Army Armament Munitions and Chemical Command

EL - US Army Communications - Electronics Command

TA - US Army Tank-Automotive Command

TR - US Army Troop Support Command

AV - US Army Aviation Systems Command

MI - US Army Missile Command

Navy Service Codes

TM - Naval Air Systems Command

ES - Space and Naval Warfare Systems Command

SH - Naval Sea Systems Command

SU - Naval Supply Systems Command

FA - Naval Facilities Engineering Command

Marine Corps Service Codes

MC - Marine Corps Logistics Base (all)

Defense Logistic Agency Codes

DC - Defense Construction Supply Center

DG - Defense General Supply Center

DP - Defense Personnel Support Center

e. TM number of the requiring component (card columns 35 through 64).

f. Identity of the requiring components (Army, Navy, Air Force, Marines Corps, or DLA) (card column 65) (use codes specified for column 32).

g. Identity of the control offices (card columns 66 and 67) (use codes specified for columns 33 and 34).

h. Deletion Code 'D' (card column 80).

NAVY AIR TECHNICAL SERVICES FACILITY DOD JOINT INTEREST LIST OF TECHNICAL MANUALS CARD PUNCH INSTRUCTIONS

Character	IBM Cardpunch Code
.	12 3 8
)	12 4
+	12
\$	11 3 8
*	11 4 8
±	11
/	0 1
,	0 3 8
(0 4 8
=	3 8
@	4 8
A	12 1
B	12 2
C	12 3
D	12 4
E	12 5
V	0 5
W	0 6
X	0 7
Y	0 8
Z	0 9
0	0
1	1
F	12 6
G	12 7
H	12 8
I	12 9
J	11 1
K	11 2

**NAVY AIR TECHNICAL SERVICES FACILITY DOD JOINT INTEREST LIST OF TECHNICAL MANUALS CARD PUNCH
INSTRUCTIONS—Continued**

Character	IBM Cardpunch Code
L	11 3
M	11 4
N	11 5
O	11 6
P	11 7
Q	11 8
R	11 9
S	0 2
T	0 3
U	0 4
3	3
4	4
5	5
6	6
7	7
8	8
9	9

Notes:

The above characters and codes are those associated with the IBM 1403 Printer with special 'F' print chain that will be used to print the DOD JIL. It is essential that the codes be used as shown to effect correct printing. The characters are shown in proper sort sequence.

Glossary

Section Abbreviations

This section contains no entries.

Section II Terms

Activity.

An organization or agency within a component.

Central Printing and Publications Management Organization.

The organization with responsibility for conducting a coordinated program controlling the development, production, procurement, or distribution of materials by conventional printing and binding methods.

Change.

Correcting or modifying information in an existing TM.

Component.

Military service or agency, including Air Force, Army, Navy, Marine Corps, and Defense Logistics Agency.

Comprehensibility.

The completeness with which a user in the target audience understands the TM text or text-graphics combination.

Continuing or Follow-on Requirement.

A continuing need for any TM listed in attachments.

Contracting Component.

The component department, service, or agency responsible for acquiring the equipment or systems and supporting TMs.

Executive Component.

The component responsible for maintaining the TMs after production termination. Normally the contracting component becomes the executive component.

Forms.

The forms referred to in this regulation are only those service or agency forms associated with TMs.

General Subject or Series TMs (does not include training manuals).

A manual covering the theory, operation, maintenance, and repair of common items of materiel; such as circuits, structures, test equipments, antifriction bearings and general information on techniques, such as connector repair, shop practices, soldering, welding, versus covering specific equipment by model numbers.

In-Process Reviews.

Reviews that the concerned component conducts during the TM preparation to provide guidance to the contractor, ensure that TMs are written to conform to contract requirements, and to review the validation and verification plan schedule. In-process reviews may be conducted at the contractor's facility or at the subcontractor's or other source facility during the development of the TM before preparing the final copy or negative.

Joint-Interest List of TMs (JIL).

A computer listing of TMs used jointly by two or more components which the Navy maintains to ensure maximum exchange of TM information.

Joint-Use TM.

A TM used by two or more components which carries a publication number for each component.

Modification Instructions.

Detailed instructions for the alteration or modification of hardware.

One-Time Inspection.

Detailed requirements for determination of safety or failure-related conditions.

One-time Requirement.

An occasional or one-time need for a reasonable quantity of any type manual listed in attachments that is needed to perform a specific task or project.

Reasonable Quantity.

Any quantity up to but not more than 25 copies of a TM per component request under this regulation. If the requirement is over this limit, it becomes a bulk requirement (26 or more), and must be submitted with printing funds chargeable as explained in paragraph 11. Optionally, funds may be made available for acquisition of reproduces from the contracting or executive component.

Receiving Component.

Component gaining management responsibility for TMs through transfer from another component.

Reproducible Material.

Negatives, camera-ready copy, artwork, line drawings, and all other material used in reproducing TMs.

Requiring Component.

The component for which TMs are procured.

Rescinded Stock.

Available copies and reproducible material of a basic TM, and all changes and supplements to the current issue, which are being completely removed from the cognizant components' publication system.

Rescinding Component.

The component which is rescinding a TM under its cognizance.

Revision.

A complete reissue of a TM which supersedes the preceding edition.

Service or Agency Control Office.

The activity within a component responsible for issuing TM Rescission Notices.

Single Point of Contact.

The designated activity within each component which serves as the contact point for other components on all matters dealing with joint-use TMs.

Single-Use TM.

TMs procured for the sole use of one component.

Source Data.

Data obtained from research, development, design engineering, and the production of systems, material, and services, which are later used in developing TMs.

Supplement.

A separate document which complements information in a basic manual.

Technical Manuals.

Any description of defense materiel that contains instructions for effective use and maintenance. TM information may be presented, according to prior agreement between the contractor and the government, in any form or characteristic, including but not limited to hard printed copy, audio and video displays, magnetic tape, discs, and other electronic devices. They normally include operational and maintenance instructions, parts lists, or parts breakdown, and related technical information or procedures exclusive of administrative procedures. Other categories of technical publications may be classified as TMs as determined by using components.

TM Transfer Team.

Team composed of representatives of transferring component and receiving component for the purpose of reviewing TMs for currency before their transfer in support of weapon systems or equipment for which management responsibility is being transferred from one component to another.

Transferring Component.

Component losing management responsibility for equipment or weapon system through transfer to another component.

Transition Agreement.

Agreement between transferring and receiving components pertaining to an orderly transfer of TMs.

Unverified TMs.

Those TMs in any format that have not been

put into final form, such as draft, interim, preliminary.

Usability.

The degree to which a user can apply the TM in performing a specific task as described by the TM. Usability of the manual by a user would be indicated by error-free performance of the described task on the first attempt. To be usable, a TM must be operationally suitable; that is, it must be legible in the work environment involved and must specify procedures, tools, or required skills characteristic of the work center in which it is to be used.

Using Component.

A component having a need for TMs for operation and maintenance of equipment or systems. A using component may or may not have been a requiring component.

Validation.

The process by which the contractor (or as directed by the contracting component) tests a TM for technical accuracy and adequacy, comprehensibility, and usability. The contractor conducts the test at the contractor's facility or at the operational site, and involves performing the operating and maintenance procedures, including checkout, calibration, alignment, scheduled removal and installation instructions, and associated checklists. Disassembly and reassembly or unscheduled removal and installation procedures are validated by performance or simulation as approved by the component. Other data, such as part numbers or source, maintenance, and recoverability codes in illustrated parts breakdowns (IPB), and hardware depiction, schematic diagrams, and wiring data in TMs, are checked against current source data.

Verification.

The process by which a TM component tests and proves to be adequate for operation and maintenance of equipment or systems procured for operational units. Using personnel conduct the verification with skill levels equivalent to those of the target users required to maintain the equipment or system in the operational environment. Verification consists of the actual performance of operating and maintenance procedures and associated checklists, including checkout, calibration, alignment, and scheduled removal and installation instructions.

Section III**Special Abbreviations and Terms**

This section contains no entries.

UNCLASSIFIED

PIN 063263-000

USAPA

ELECTRONIC PUBLISHING SYSTEM
TEXT FORMATTER ... Version 2.64

PIN: 063263-000

DATE: 10-07-99

TIME: 15:34:06

PAGES SET: 14

DATA FILE: r25.fil

DOCUMENT: AR 25-36

DOC STATUS: NEW PUBLICATION